



NATIONAL ENDOWMENT FOR THE ARTS

## PARTNERSHIP AGREEMENTS Reporting Requirements

Revised April 2001

The Reporting Requirements applicable to your grant are described below. Please follow these instructions carefully. If you have any questions about these requirements, please contact the Endowment's State & Regional Specialist.

As noted in the *General Terms & Conditions (General Terms)*, grant activities should be consistent with those approved for funding by the Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office **before** implementation. The reports identified below should not be used as the vehicle for conveying and/or requesting approval for the changes.

**SPECIAL NOTE:** Acknowledgment of Endowment Support. As indicated in the *General Terms*, grantees must acknowledge, in a prominent manner, the Endowment's support in all materials and announcements, both audio and visual, regarding this grant. See *Requirements for Acknowledgement of Arts Endowment Support*.

### **GEOGRAPHIC LOCATION OF PROJECT ACTIVITY REPORT**

**(Regional Information Project Specifications--For Regional Arts Organizations Only)**

The National Endowment for the Arts is required by Congress to report on the geographic location of grant activities. This collection provides the best available means of meeting the congressional requirement with respect to the activities supported through the regional arts organizations. Please follow the directions provided on the *Geographic Location of Project Activity form*.

**NOTE: Regional Arts Organizations are required to return this completed form by July 31, 2001 .**

### **PROGRESS REPORT**

All grantees are required to submit an acceptable Progress Report the first time the cumulative amount requested EXCEEDS TWO-THIRDS of the grant award amount. Generally, only one progress report will be required during the grant period.

The Progress Report must include: 1) a description of all activities supported by the grant that have been undertaken since the grant period start date (Note: discuss each component separately), and 2) a list of grant-supported activities now scheduled for the remainder of the grant period.

To submit a Progress Report, complete Section 10, "Progress Report," on the "Request for Advance or Reimbursement" (Long Form). Your response should generally be limited to the space provided on the form.

For more information on Progress Reports, please see either the *General Terms*, or the *Instructions for Requesting Payment*.

### **FINAL REPORTING REQUIREMENTS**

All grantees are required to submit acceptable Final Report packages to the Grants & Contracts Office

not later than 90 days after the grant end date. **Grantees will be ineligible for any Endowment grants if they fail to submit required and acceptable Final Report packages for previously awarded grants.** The Final Report package must include:

1. The completed Financial Status Report (FSR). The form and instructions are available online.

NOTE: Each component of the grant – the Basic State Plan, Arts Education, Arts in Underserved Communities, and Challenge America for SAAs; and the Basic Regional Plan and Presenting & Touring for RAOs – must be matched separately; i.e., a grantee may not use excess from one component to match another. Please provide the totals of matching funds for each grant component on the Totals Page of the Final Descriptive Report. If necessary, the Endowment may request further documentation.

2. Three copies of a Final Descriptive Report (FDR), which must include the information requested on the attached forms. The FDR has three parts: *Part 1: Statistical Final Descriptive Report*, *Part 2: Public Participation in Statewide Planning Process* (States only) form, and *Part 3: Challenge America Descriptive Report* (States only). Please follow the directions provided.

#### **\*TECHNOLOGY OPTION FOR SUBMITTING THE FDR\***

We are making it possible (although not required) for states and regions to significantly reduce the size of the FDR paper report that must be produced and mailed, as follows: submit all required information as described above, *with the following exception*: For Part 1: Statistical Final Descriptive Report--submit only the Totals Page (3 copies) *not* the Details pages, a Data Sequence Form (3 copies), and a copy of the diskette that is sent to the National Assembly of State Arts Agencies, for the State & Regional database, per page 20 of the FDR materials.

NOTE: **INTERIM REPORT**. State Arts Agencies that are unable to fully complete and submit their final reports within 90 days of the original end date of the grant are required to submit an Interim Report (to the NEA State and Regional program—room 726), as described on the next page. A request for a time extension or an extension of the final report deadline should be submitted separately and must precede the submission of the Interim Report. Please review the *General Terms* for further guidance on time extension requests. Please follow the directions and answer the questions on the *Interim Reporting Requirement on Extended Grants* attached.

The Endowment reserves the right to request subsequent information or work product(s) if necessary.

Information submitted as part of the Final Report package must be labeled with your name and grant number. **Do not submit Final Report materials as part of any upcoming application package.** All Final Report materials should be sent in a single package to: Grants & Contracts Office; Final Report Section, Room 618; National Endowment for the Arts, Nancy Hanks Center; 1100 Pennsylvania Avenue, NW; Washington, DC 20506-0001.

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#### **REPORTING BURDEN:**

The public reporting burden for this collection of information is estimated to average eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 628; National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001.

NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.

## **INTERIM REPORTING REQUIREMENTS ON EXTENDED GRANTS**

In order to measure performance in accordance with the Government Performance and Results Act (GPRA), the Arts Endowment needs extensive and timely information on activities supported by its state and regional partners. Fortunately, the National Standard Final Descriptive reporting fields cover much of the information that is currently needed. However, frequent delays in reporting, due to grant period extensions and reporting deadline extensions, make it difficult to get the information when needed. By the time the Arts Endowment is able to provide a complete picture of activities supported in all states, the information may be three or four years old. Such outdated information is not adequate to meet GPRA requirements.

To address this problem while continuing to remain responsive to requests for grant period extensions, State Partnership Agreement awards are subject to the following reporting policy:

- A. An agency that receives a grant period extension or an extension of its final report deadline will be required to submit an Interim Report no later than 90 days after the original end date of the grant. The Interim Report must include all available National Standard data on activities supported under the grant. On activities for which grants have been awarded, but not completed, agencies should provide information from fields 1-13, 17-21, and 26-31 (from the list of reporting conventions).
- B. An agency submitting an Interim Report must respond to the following questions:
  - 1. What percentage of your total agency program budget (Federal and non-Federal funds) is covered by this Interim Report? This percentage should include all grants for which awards have been made. (This question refers to percent of dollars.)
  - 2. What percentage of this total is Federal?
  - 3. Of the total number of grants and funded activities to be included in your FDR, what percentage does this report contain? (This question refers to percent of grant(s) activity.)
  - 4. How many of the grants and funded activities reported in #3, above, include Federal dollars?
  - 5. Are there any categories for which data are not yet available and are excluded from this report?

Endowment grants will not be awarded to State Arts Agencies that are delinquent with respect to this interim reporting requirement. Your understanding and cooperation are greatly appreciated.